

EMERGENCY READINESS CHECKLIST

Use this form to: Organize your emergency preparations.

Do not forget to review and update this information often – at least every three months.

Step 1: Know the Basics

- _____ The most important disaster issues for the area where I live.
- _____ The recommended life-saving responses for disasters that could strike with little or no warning.
- _____ If there were an evacuation order, the recommended route from where I live? My evacuation transportation options. The location of the nearest emergency shelter.
- _____ The location of shut-off valves for household utilities (gas, electricity, water) and how to use them. (If they take a special tool, it should be ready to use.)
- _____ Designate an out-of-area emergency contact, in case phone service is disrupted.
- _____ Make an emergency communications plan and make sure everyone knows the plan.
- _____ Make a plan to meet neighbors to help one another in an emergency situation.

Step 2: Have Essential Emergency Supplies Ready

“Stay at Home” Emergency Supplies – pull these items together for quick, easy access in your home; have quantities to last at least 3 to 6 days; rotate any items with expiration or “use by” dates:

- | | |
|-------------------------------------------|------------------------------------------|
| _____ Drinking water | _____ Light sticks |
| _____ Food (non-perishable, ready to eat) | _____ Waterproof matches |
| _____ Flashlight | _____ Supply of prescription medications |
| _____ Portable radio | _____ Current medication list |
| _____ Extra Batteries | _____ Cell phone and charger |
| _____ First aid kit | _____ Cash or traveler’s checks |
| _____ Hand-operated can opener | _____ Emergency contact list |
| _____ Other: _____ | _____ Other: _____ |
| _____ Other: _____ | _____ Other: _____ |

Emergency Bag – have a backpack or bag (preferably one on rollers) that has room on the front side for listing items in the bag and is ready to go. Items to include:

- _____ Personal hygiene items (alcohol wipes, gel hand sanitizer, Kleenex)
- _____ Change of clothing
- _____ Waterproof raincoat
- _____ Good pair of walking shoes and socks
- _____ Bottles of water
- _____ Breakfast or granola bars
- _____ Blanket or sleeping bag
- _____ Disposable dust masks
- _____ List of emergency contacts
- _____ List of current medications
- _____ Spare pair of glasses

Additional Precautions:

- _____ Gas tank kept at least half full
- _____ Spare hearing aid batteries
- _____ Emergency supply of pet food
- _____ Other: _____

Step 3: Make a Personal Plan

- _____ If I have any special needs, do I have a plan for meeting them in an emergency?
 - _____ Mobility issues?
 - _____ Reliance on medical equipment that requires electric power?
 - _____ Other: _____
- _____ If I am receiving home health services, have I discussed emergency procedures with my home health provider?
- _____ If I live in a retirement or senior living community, am I familiar with its emergency planning and procedures?

SOURCE: This checklist was taken from the Administration on Aging, www.AoA.gov.